

Circuit Court		Attn: Kathryn Baringer Maryland State Archives 350 Rowe Blvd Annapolis, MD 21401-1686	51469-2199 Forward three (3) copies to address at left
COURT			
Washington County	December 7, 2011		
COUNTY	DATE		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume in Cubic Feet	Date of Disposal	Method of Disposal
		Ret Sched Number	Item No.				
1	Admin Operation Records and Files (Attorney Grievance Commission Requests for Subpoenas)	2330 (retain 3 years + audit)	1 - 1	01/01/2003 - 06/30/2008	0.1		
2	Admin Operation Records and Files (Notices of Appointment of County Officials)	2330 (retain 3 years + audit)	1 - 1	07/01/2005 - 06/30/2008	0.1		
3	Admin Operation Records and Files (Miscellaneous Correspondence)	2330 (retain 3 years + audit)	1 - 1	01/01/2006 - 12/31/2008	0.2		
4	Admin Operation Records and Files (Miscellaneous Inmate Correspondence)	2330 (retain 3 years + audit)	1 - 1	01/01/2006 - 12/31/2008	1.0		
5	Admin Operation Records and Files (Miscellaneous Bankruptcy Court Notices and Correspondence)	2330 (retain 3 years + audit)	1 - 1	01/01/2006 - 12/31/2008	0.1		
6	Admin Operation Records and Files (Miscellaneous Requests for Copies of Records And Related Correspondence)	2330 (retain 3 years + audit)	1 - 1	01/01/2006 - 12/31/2008	0.1		
7	Admin Operation Records and Files (Passport Application Transmittal Reports)	2330 (retain 3 years + audit)	1 - 1	01/01/2004 - 12/31/2008	0.5		
8	Personnel Files (Retired/Deceased/Temporary Employees)	2330 (retain 5 years + audit)	1 - 9	01/01/1975 - 12/31/2006 (Dates Employment Ended)	0.2		
9	Personnel Files (Copies of Employment Applications, Interview/Selection Information - Originals with AOC)	2330 (retain 5 years + audit)	1 - 9	01/01/2004 - 12/31/2006	0.3		
10	Admin Operation Records and Files (Admin Orders Designating Assoc Judge To Postpone Criminal and Juvenile Hearings - Originals - converted to image)	2330 (retain 3 years + audit)	1 - 1	01/01/06 - 12/31/2008	0.2		

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11	General Accounting Records (Daily Worksheets)	2330 (retain 3 years + audit)	II - 1	07/01/2005 - 06/30/2008	1.0		
12	General Accounting Records (General Fund Duplicate Deposit Slips)	2330 (retain 3 years + audit)	II - 1	07/01/2005 - 06/30/2008	0.1		
13	General Accounting Records (General Fund Certificates of Deposit)	2330 (retain 3 years + audit)	II - 1	07/01/2005 - 06/30/2008	0.2		
14	General Accounting Records (STARS 101 & 102 Monthly Disbursements/Refunds and STARS120 Adjustments - for General, Sundry and Local Fund)	2330 (retain 3 years + audit)	II - 1	07/01/2005 - 06/30/2008	0.3		
15	General Accounting Records (STARS Reports and BART Reports -Revenues, Expenditures, etc.)	2330 (retain 3 years + audit)	II - 1	07/01/2005 - 06/30/2008	0.2		
16	Budget and Fiscal Planning Records (Budget Requests, Appropriations, etc.)	2330 (retain 3 years + audit)	II - 2	07/01/2005 - 06/30/2008	0.2		
17	Payroll Accounting Records (Time Sheets, Payroll Transmittals, Payroll Registers, Miscellaneous Payroll Records)	2330 (retain 3 years + audit)	II - 4	07/01/2005 - 06/30/2008	5.0		
18	Miscellaneous Accounting Records (General Fund Paid Bills and Invoices)	2330 (retain 3 years + audit)	II - 5	07/01/2005 - 06/30/2008	0.5		
19	Miscellaneous Accounting Records (Daily Audit Reports, Receipts, Cash Register Tapes, Cashiers Slips, Voids, Ringout)	2330 (retain 3 years + audit)	II - 5	07/01/2005 - 06/30/2008	4.0		

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20	Miscellaneous Accounting Records (1099 Forms and Supporting Documentation)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.1		
21	Miscellaneous Accounting Records (Circuit Court Fund - Cancelled Checks, Deposit Slips, Bank Statements, Disbursement Authorizations)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.3		
22	Miscellaneous Accounting Records (Family Law Funds – Cancelled Checks, Deposit Slips, Bank Statements, Paid Invoices/Orders, Payment Authorizations)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.3		
23	Miscellaneous Accounting Records (Law Library Funds - Cancelled Checks, Deposit Slips, Bank Statements, Paid Invoices/Orders, Payment Authorizations)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.3		
24	Miscellaneous Accounting Records (Check Chargeback Notices, Records of Collection Efforts, Supporting Documentation)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.3		
25	Miscellaneous Accounting Records (Records of Individual Interest Bearing Litigant Fund Accounts – Bank books, Bank Statements, Deposit Slips, Withdrawals)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.1		
26	Miscellaneous Accounting Records (Recordation Tax Affidavits)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.2		
27	Miscellaneous Accounting Records (Requests for Refunds of Recording Taxes and License Fees)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.3		
28	Miscellaneous Accounting Records (Requests for Refunds of other fees)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.3		

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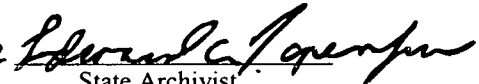
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29	Miscellaneous Accounting Records (Accounts Receivables – Photocopy Accounts – Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.5		
30	Miscellaneous Accounting Records (Accounts Receivables – Criminal Accounts – Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.5		
31	Miscellaneous Accounting Records (Accounts Receivables – Civil Accounts – Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.5		
32	Miscellaneous Accounting Records (Accounts Receivables – Child Support IV-D Accounts – Invoices and Reconciliation Records)	2330 (retain 3 years + audit)	II-5	07/01/2005 – 06/30/2008	0.5		
34	Business Licenses Records (Business Licenses)	2330 (retain 3 years + audit)	II-6	07/01/2005 – 06/30/2008	1.0		
35	Business Licenses Records (Business License Applications)	2330 (retain 3 years + audit)	II-6	07/01/2005 – 06/30/2008	2.0		
36	Business Licenses Records (Zoning Certificates supporting Business License Applications)	2330 (retain 3 years + audit)	II-6	07/01/2005 – 06/30/2008	0.2		

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